

# Space Management

PostalCAD Work Instructions

27 July 2017



1 Start a new drawing (**NEW**) based on *PostalCAD* Space Management template. Follow instructions to **attach** (**MX**) and color key external references.

2 Pick the **\*Set Layer (SB)** option and choose a standard *PostalCAD* space layer. Workroom floor operations and staging are placed on the FACPLAN-BOUNDARY layer (created when "Workroom" is selected).

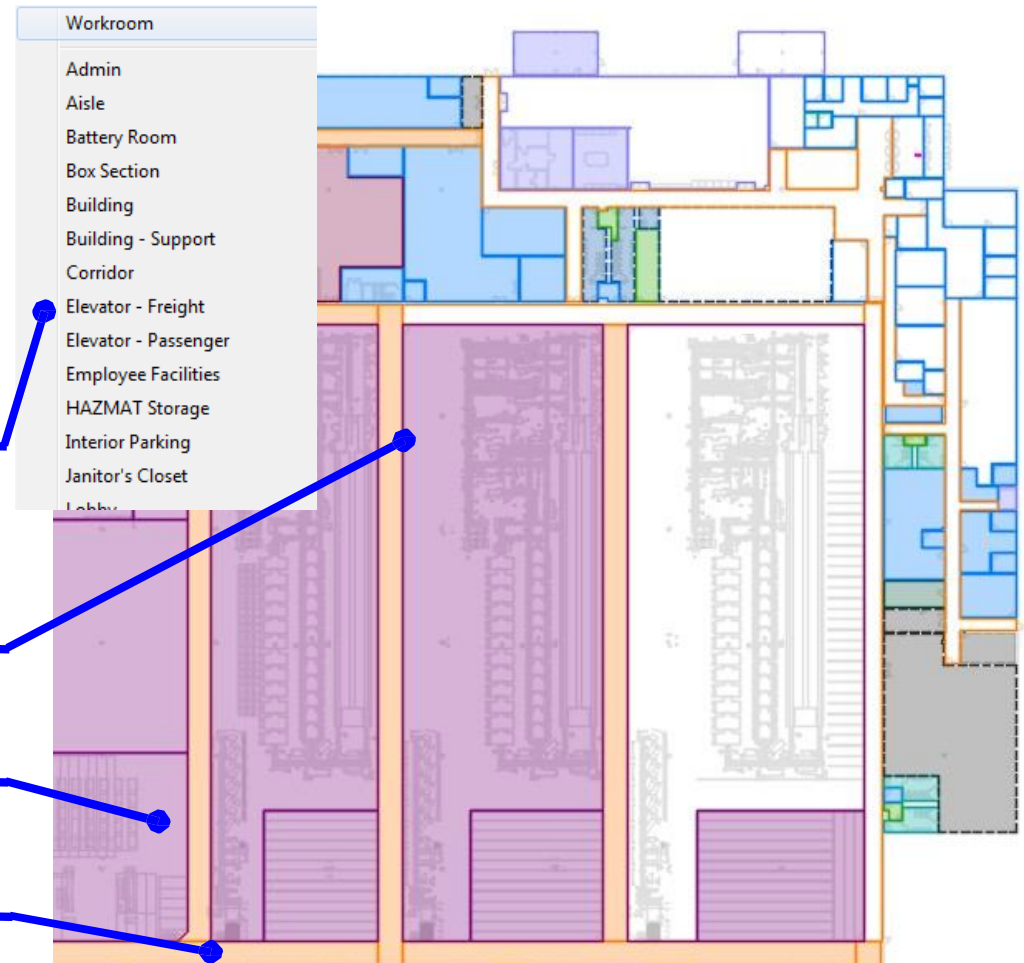
3 Use the **RECTANGLE (REC)** and **PLINE (PL)** commands to create closed boundaries, tracing workroom and support spaces from underlying external references.

4 Use the **HIGHLIGHT SPACE (HS)** utility to hatch spaces with transparent fill.

5 Break large, complex spaces like aisle ways and corridors into multiple, smaller areas.

6 Use the **\*SPLIT (SSP)** command to subdivide spaces and the **\*MERGE (MPS)** command to combine them.

*PostalCAD* Space Management drawings are used by a variety of customers to track and analyze space allocation within mail processing facilities and retail & delivery units.



Postal Regulatory Commission

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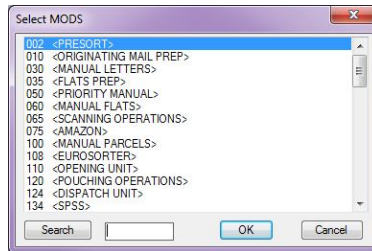
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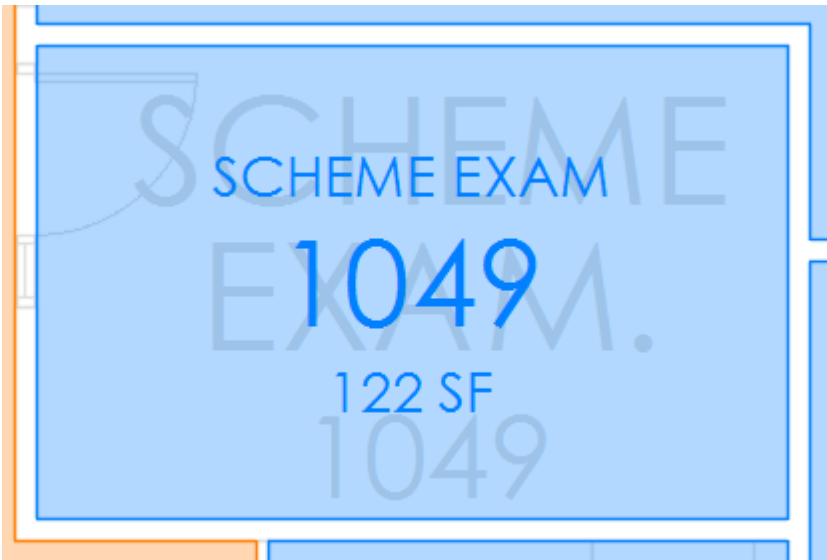
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7 Use **SET ARCHITECTURAL SCALE (SAS)** utility to control size of space text.

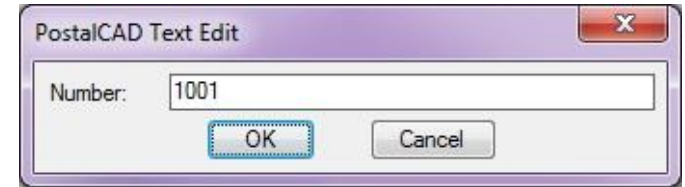
8 Use the **\*TAG SPACE (TS)** feature to identify spaces and display area in square feet. Selecting a workroom floor space will cause the *Select MODS* dialogue to appear.



Selecting any other type of space will initiate a sequence of prompts at the command line for user input. This input is broken into two parts: 1) room number and 2) description. For each of these parts you have the option to pick text or attributes from the underlying external references to supply key information.



If no underlying text is available then hit **Enter** and type the information in the edit box.



9 Use the **READ ROOM TAG (RRT)** command to automatically read underlying room tag data to label support spaces.

10 In the **\*TAG SPACE (TS)** utility, use the **"Bigger/Smaller/Rotate/Move"** options to change the size, and placement of tags.

Use the **"Sequential"** option to create unique tags with indexed suffix and the **"Staging"** option to tag staging space associated with a mail processing operation.



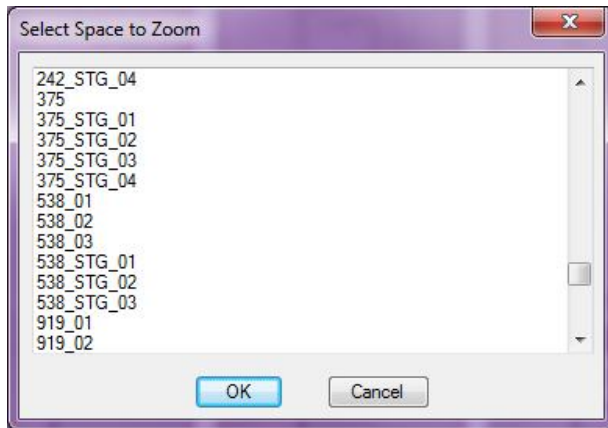
11 Use the **\*SCALE TAG (SST)** utility to change the size of one or more labels after spaces have been tagged.

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**12** Use the **\*ZOOM TO (ZS)** utility to automatically zoom to a specific space.



ID	Description	Area	Perimeter
010	MAIL PREPARATION	33,324	802
134	SPSS	15,277	825
141_01	AFSM 100	6,680	402
141_02	AFSM 100	7,181	401
141_03	AFSM 100	6,607	394
141_04	AFSM 100	5,961	385
141_05	AFSM 100	6,005	386
141_STG_01	AFSM 100-ATHS/AI	5,266	587
141_STG_02	AFSM 100-ATHS/AI	6,602	394
141_STG_03	AFSM 100-ATHS/AI	1,949	235
141_STG_04	AFSM 100-ATHS/AI	1,663	172
198_01	HIGH SPEED TRAY SORTER	13,314	527
198_02	HIGH SPEED TRAY SORTER	19,013	673
198_STG	HIGH SPEED TRAY SORTER	990	131
198_STG_01	HIGH SPEED TRAY SORTER	4,158	305
210_01	PLATFORM OPERATIONS	19,944	1,221
210_02	PLATFORM OPERATIONS	32,834	1,416
210_03	PLATFORM OPERATIONS	3,657	547
242	APPS DUAL INDUCTION	32,952	858
242_STG_01	APPS DUAL INDUCTION	3,577	383
242_STG_02	APPS DUAL INDUCTION	2,653	217
242_STG_03	APPS DUAL INDUCTION	2,525	355
242_STG_04	APPS DUAL INDUCTION	2,324	236
375	APBS	15,387	831
375_STG_01	APBS	1,267	149
375_STG_02	APBS	909	122
375_STG_03	APBS	699	109
375_STG_04	APBS	714	131
538_01	FSS01	29,424	844
538_02	FSS02	25,751	808
538_03	FSS03	21,448	774
538_STG_01	FSS01	5,330	294
538_STG_02	FSS01	4,269	261
538_STG_03	FSS01	3,662	243
919_01	LETTER AUTOMATION	13,001	457
919_02	LETTER AUTOMATION	27,140	761
919_03	LETTER AUTOMATION	16,086	515
919_04	LETTER AUTOMATION	8,662	398
919_05	LETTER AUTOMATION	6,678	335
Subtotal		414,884	18,884

**13** Use the **\*REPORT (SMR)** utility to create a Space Management Report based on selected areas.

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141_02	AFSM 100	7,181	401
141_03	AFSM 100	6,607	394
141_04	AFSM 100	5,961	385
141_05	AFSM 100	6,005	386
141_STG_01	AFSM 100-ATHS/AI	5,266	587
141_STG_02	AFSM 100-ATHS/AI	6,602	394